



Code: 0144

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

CLASS TITLE: FISCAL POLICY ANALYST

CHARACTERISTICS OF THE CLASS

Under supervision, performs specialized research and moderately complex analytical work to assess and report on the City's financial condition, and performs related duties as required

ESSENTIAL DUTIES

- Monitors, analyzes, and reports on the City's actual and projected financial status and/or specific financial programs
- Identifies variances and long-term trends relative to City revenues and expenditures
- Meets with private consultants, underwriters, re-marketing agents, and trustees to participate in the structuring of bond deals
- Examines financial documents required for the issuance of new bonds, re-marketing of existing bonds, and bond closings to ensure accuracy of calculations and clarity of indenture agreements
- Reviews historical financial statements and current statistical data to analyze trends and patterns and to assist in the preparation of the Fiscal Economic Indicators Report
- Compiles financial data from general accounting ledgers and generates spreadsheets and schedules for inclusion in the Comprehensive Accounting Financial Report
- Collects and records data about various financial indicators (e.g., credit agency reports, mark to market figures, security deposit interest rates)
- Confers with operating departments and participating banks and researches financial documents to reconcile discrepancies in cash balances
- Prepares reports summarizing banking activity at participating financial institutions and the status of the City's debt portfolio
- Maintains computerized records and accounts of City tax payments and analyzes variances in actual and projected tax receipts
- Records financial transactions and reconciles cash balances for the City's general fund, special accounts, and/or emergency funds
- May participate in meetings with department managers and representatives from financial institutions and government agencies to discuss fiscal trends and projections relative to new or expanded City initiatives

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Finance, Economics, or a directly related field, plus three years of fiscal policy analysis experience, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- the bond market and processes involved in the issuance of municipal bonds
- generally accepted accounting principles, methods, practices, and procedures
- *applicable financial analysis and management principles, methods, practices, and procedures
- applicable computer software packages (e.g., accounting software, financial software) and applications

Some knowledge of:

- organizational structure of City departments
- *generally accepted fiscal policy principles, methods, practices, and procedures
- business trends

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MATHEMATICS - Use mathematics to solve problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- COMPARE AND RECOGNIZE DIFFERENCES - Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns (includes comparing a presented object with a remembered object)
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

Date: June, 2010